



Foreign Affairs Manual

VOLUME 3 – Personnel

Change Transmittal: PER-513

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2610 POSITION MANAGEMENT AND 3160 FEDERAL WAGE SYSTEM (FWS)

Changes

1. All sections of 3160 have revisions. 2610 has revisions throughout.
2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.
3. Revisions since the last update appear in *italics* and *dark magenta*. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions (Paper Copies)

1. Remove 3 FAM 2610, TL:PER-408, 07-18-2004, 10 pages, and 3 FAM 3160, TL:PER-379, 01-11-2000, 2 pages, and insert the revised 3 FAM CT:PER-513. 12-15-200, 3 FAM 2610, 9 pages and 3 FAM 3160, 2 pages.
2. After inserting the material in the binder, insert this change transmittal immediately following the CT Checklist, then fill in the entry line for the appropriate CT number, and initial.

Distribution Notice

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2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5). A/RPS/MMS/P, Room B934, 202-736-7470, FAX 202-736-7472, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(HR/RMA)